

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) Doe, John Q			3. SOCIAL SECURITY NUMBER 555-77-8888		4. POSITION TITLE AND GRADE/RATING Program Analyst, GS-13/2		
5. LOCATION OF PERMANENT DUTY STATION (PDS) Rm 3B321, 1100 Defense Pentagon Washington D.C. 20301-1100				6. ORGANIZATIONAL ELEMENT Your Office 6005		7. DUTY PHONE NUMBER (Include Area Code) 703-617-9234	
8. TYPE OF ORDERS TDY		9. TDY PURPOSE (See JTR, Appendix H) To attend a		10a. APPROX. NO. OF TDY DAYS (Including travel time) 5		b. PROCEED DATE (YYYYMMDD) 010923	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED From: Washington D.C. To: Boston, MA Return: Washington D.C.							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL TAXI OTHER
	X						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: \$345 <input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
a. PER DIEM \$899.00		b. TRAVEL \$ 325.00		c. OTHER \$		d. TOTAL \$ 1224.00	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel is essential and meets the criteria of SecDef memo of 18 Jan 82, "Travel by Government Officials, including Foreign Travel." Airfare is limited to the most economical accommodations to satisfy mission requirements, as may be determined by the appropriate transportation officer. Submission of a travel claim is required 5 days after completion of TDY. The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by the authority of the Administrator of General Services or the head of the agency. Traveler is a government travel cardholder. Government travel cardholders shall obtain cash, as authorized, through ATMs (rather than obtaining cash advances from a DoD disbursing officer). If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Immediate Supervisor or Administrative Officer				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Immediate Supervisor or Administrative Officer			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) JanaLee Sponberg, Ph. D Assistant Director, Human Resource Development						21. DATE ISSUED (YYYYMMDD)	
						22. TRAVEL ORDER NUMBER	